

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
JUNE 24 - 28, 2019**

MONDAY, JUNE 24, 2019

- | | | |
|----------|--------------------------------------------------|----------------------------------------------------------|
| *6:00 pm | Land Conservation Subcommittee | Duck Creek Center – Public Works
2198 Glendale Avenue |
| *6:15 pm | Planning, Development & Transportation Committee | Duck Creek Center – Public Works
2198 Glendale Avenue |

TUESDAY, JUNE 25, 2019

- | | | |
|-----------|---------------------------------------------|---------------------------------------------------------|
| *10:00 am | Public Safety Communications Advisory Board | 2 nd Floor, Public Safety
3028 Curry Lane |
|-----------|---------------------------------------------|---------------------------------------------------------|

WEDNESDAY, JUNE 26, 2019

- | | | |
|----------|--------------------------|-----------------------------------------------------|
| *6:00 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|-----------------------------------------------------|

THURSDAY, JUNE 27, 2019

- | | | |
|----------|------------------------------------------------------------------------------------------|-----------------------------------------------------|
| *8:30 am | Aging & Disability Resource Center – Executive &
Finance/Nominations and HR Committee | ADRC
300 S. Adams Street |
| *5:30 pm | Education & Recreation Committee | Room 200, Northern Building
300 E. Walnut Street |

FRIDAY, JUNE 28, 2019

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Chair; Dave Kaster, Vice Chair
Steve Deslauriers, Bernie Erickson, Alex Tran
Citizen Rep: Stan Kaczmarek

LAND CONSERVATION SUBCOMMITTEE

Monday, June 24, 2019

6:00 PM

**Duck Creek Center – Public Works
2198 Glendale Ave – Village of Howard
Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

PLEASE NOTE TIME & LOCATION

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 3, 2019.
- IV. Discussion re: Future meetings, including location, date and time.

Comments from the Public

Land Conservation Department

1. Open Positions Report.
2. Budget Status Financial Report for May 2019 - Unaudited.
3. Director's Report
 - a) Demonstration Farms Network Outreach

Other

4. Such Other Matters as Authorized by Law.
5. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

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PLAN, DEV. & TRANS. COMMITTEE
Bernie Erickson, Chair; Dave Kaster, Vice Chair
Norbert Dantinne, Steve Deslauriers, Alex Tran

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, June 24, 2019
Approx. 6:15 PM (Or to follow Land Con)
Duck Creek Center - Public Works Dept.
2198 Glendale Ave – Village of Howard

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

***PLEASE NOTE TIME & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 3, 2019.
- IV. Discussion re: Future meeting locations. *Held for one month.*

Comments from the Public

Consent Agenda

1. Harbor Commission (April 8, 2019).
2. Planning Commission Board of Directors (May 1, 2019).
3. Transportation Coordinating Committee (March 11, 2019).
4. Airport - Budget Status Financial Report for May 2019 – Unaudited.
5. Extension Brown County - Budget Status Financial Reports for May 2019 - Unaudited.
6. Extension Brown County Director's Report.
7. Planning Commission, Property Listing, Zoning – Budget Status Financial Reports for April & May 2019 – Unaudited. (Land Information – No agenda items)
8. Register of Deeds - Budget Status Financial Report for May 2019 – Unaudited.

Communications

9. Communication from Supervisors – None.

Airport

10. Director's Report.
 - a. Construction Projects.
 - i. Exit Lane Breach Control (ELBC).
 - ii. East Ramp Expansion to the West.
 - iii. Fuel Farm Roads.

Public Works

11. Budget Adjustment Request (19-051): Reallocation between two or more departments, regardless of amount.
12. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH KB – Village of Denmark.
13. Resolution Authorizing County Truck Highway Jurisdictional Revisions on County Highway EA (S. Huron Road), In the Village of Bellevue, Brown County.
14. Resolution Authorizing County Trunk Highway Jurisdictional Revisions on County Highway U (N. County Line Road), In the Village of Hobart, Brown County.
15. Resolution Authorizing County Truck Highway Jurisdictional Revisions on County Highway U, In the Town of Pittsfield, Brown County.
16. Facility LED Light Upgrade - Project Update.
17. Summary of Operations Report.
18. Director's Report.

Port & Resource Recovery – No agenda items.**Other**

19. Acknowledging the bills.
20. Such other matters as authorized by law.
21. Adjourn.

Bernie Erickson, Chair

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PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Chief Eric Dunning – Ashwaubenon PubSaf
Chief Alan Matzke – DP Fire/Rescue
Chief David Litton – Green Bay Metro FD
Chief Eric Boulanger – Oneida PD
Chief Greg Deike – Wrightstown PD

Sheriff Todd DeLain – BC Sheriff
Chief Derek Beiderwieden – DePere PD
Chief Randy Bani – Hobart/Lawrence PD
Chief Mark Hendzel – Pulaski PD

Director Chris Gabryszek – County Rescue
Chief Andrew Smith – Green Bay PD
Chief Kurt Minten – Lawrence PD
Chief Tom Kujawa – UW-Green Bay PD

MEETING NOTICE AND AGENDA

A meeting of the Brown County Public Safety Communications Advisory Board has been set for
Tuesday, June 25, 2019 at 10:00 a.m.
Brown County Public Safety – 3028 Curry Lane, 2nd Floor

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Communications Center Update
- V. CAD Update
- VI. Standardized Operating Procedures
- VII. Dispatch Users Group (DUG) Update
- VIII. Roundtable
- IX. Other Matters
- X. Next Meeting: Tuesday, September 24, 2019 at 10:00 a.m.
- XI. Adjourn

Cullen Peltier - Director
Public Safety Communications

Any person wishing to attend whom, because of disability requires special accommodations should contact Brown County Public Safety Communications Department at (920) 391-7400, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Public Safety Advisory Board may be taken on any of the items, which are described or listed on the agenda.

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HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair
Patrick Evans, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linssen

HUMAN SERVICES COMMITTEE

Wednesday, June 26, 2019

6:00 pm

Room 200, Northern Building
305 E. Walnut Street, Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM LISTED ON THE AGENDA

****REVISED****

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 22, 2019.

Comments from the Public

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center of Brown County (February 28, 2019).
 - b. Aging & Disability Resource Center of Brown County – Executive/Finance Committee (June 28, 2018).
 - c. Board of Health (March 19, 2019).
 - d. Children With Disabilities Education Board (May 7, 2019).

Communications

2. Communication from Supervisor Lefebvre: To look into the foster program in regards to safety for all involved. *Referred from June County Board*
3. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. *Held for 30 days.*
4. Communication from Supervisors Hoyer and Borchardt re: Draft a resolution acknowledging that September is National Suicide Prevention month. *Motion at April meeting: To have Chair Hoyer work with Corp Counsel to bring back a resolution to be voted on; May Motion: Hold for 30 days.*

Administration Report

5. CIP Update. *Held for 30 days.*

Wind Turbine Update

6. Receive new information – Standing Item.

Resolutions & Ordinances

7. Resolution Proclaiming September as Suicide Prevention + Action Month.

Health & Human Services Department

8. Budget Adjustment Request (19-054): Any increase in expenses with an offsetting increase in revenue.
9. Executive Director's Report.
10. Finance Report for Community Treatment Center and Community Services.
11. Statistical Reports.
 - a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Center.
 - iii. Bayshore Village (Nursing Home)
 - iv. CTC Double Shifts.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
12. Request for New Non-Continuous and Contract Providers and New Provider Contracts.
13. **Closed Session: Tevevox Solutions Use of County Residents Demographic and Personal Data vs. Other Options.**
 - a. **Open Session: Motion and Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the confidential and proprietary ways Televox Solutions uses demographic and personal data of County residents, and to determine if using another service provider, or providing notification services ourselves, would be more beneficial to the County.
 - b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the confidential and proprietary ways Televox Solutions uses demographic and personal data of County residents, and to determine if using another service provider, or providing notification services ourselves, would be more beneficial to the County.
 - c. **Reconvene into Open Session:** The governmental body shall reconvene into open session for possible voting and/or other action regarding the confidential and proprietary ways Televox Solutions uses demographic and personal data of County residents, and to determine if using another service provider, or providing notification services ourselves, would be more beneficial to the County.
14. **Closed Session: Lawsuit Filed in Violation of Statute by Foster Parents and their Counsel against the County and Related Information.**
 - a. **Open Session: Motion and Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g), i.e., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, to discuss the lawsuit filed in Violation of Statute by Foster Parents and their Counsel against the County and related information.
 - b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the governmental body shall convene into closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,

in particular, to discuss the lawsuit filed in Violation of Statute by Foster Parents and their Counsel against the County and related information.

- c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, to discuss the lawsuit filed in Violation of Statute by Foster Parents and their Counsel against the County and related information.

Aging & Disability Resource Center – No items.

Veterans Services – No items.

Other

15. Audit of bills.
16. Such other Matters as Authorized by Law.
17. Adjourn.

Patrick Evans, Vice Chair

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AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY COMBINED EXECUTIVE AND FINANCE MEETING/NOMINATIONS AND HUMAN RESOURCE COMMITTEES

Thursday, June 27th, 2019 8:30
300 S. Adams Street, Green Bay, WI 54301

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:35	2. Introductions		
8:37	3. Adoption of Agenda	Yes	Yes
8:38	4. Approval of the minutes of Executive & Finance Committee of March 13, 2019	Yes	Yes
8:40	5. Comments from the public Must be limited to items not on the agenda State name and address for the record Comments will be limited to five minutes The Board's role is to listen and not discuss comments or take action on those comments at this meeting	Yes	Yes
8:42	6. Budget 2020: Educational Overview of ADRC Funding Sources and Budget Initiative a. Approval of preliminary budget	Yes	Yes
9:15	7. Program Income and Donations Guidance	Yes	
9:30	8. Board Vacancy: Slate of Proposed Officers and Nominations	Yes	Yes
9:45	9. Announcements		Yes
10:00	10. Adjourn- Next ADRC Board Meeting July 11th, 2019 9:30		Yes

Randy Johnson Acting Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Paul Ballard, Vice Chair
David Landwehr, Kathy Lefebvre, Ray Suennen

EDUCATION & RECREATION COMMITTEE

THURSDAY, JUNE 27, 2019

5:30 pm

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 30, 2019.

Comments from the Public

Consent Agenda

1. Library Board (April 29, 2019).
2. Neville Public Museum Governing Board (June 10, 2019).
3. Golf Course – Budget Status Financial Report as of April 30, 2019 – Unaudited.
4. Golf Course - Financial Statistics for May 2019.
5. Museum – Budget Status Financial Report for April and May 2019 - Unaudited.
6. NEW Zoo – Budget Status Financial Report for May 2019 – Unaudited.
7. Parks – Budget Status Financial Report for May 2019 – Unaudited.
8. Audit of Bills.

Discussion / Presentation Items / Superintendent's Report / Director's Report

Park Management

9. Director's Report.

NEW Zoo

10. Director's Report.

Museum

11. Director's Report.

Golf Course

12. Superintendent's Report.

Library

13. Director's Report.

Action Items

14. Communication from Supervisors Deslauriers, Evans and Schadewald: As new information has come to light, that Brown County reconsider whether or not to purchase the approximately 4.54 acres of land on Nicolet Drive for a public boat landing (the Eagles Nest property). *Referred from June County Board.*
15. Parks - Resolution re: Acquiring tax delinquent land adjacent to the Fox River Trail for trail parking.
16. Zoo - Request from NEW Zoological Society that the Contract Fee and Admission Fee for "Feast with the Beasts" be Waived.

Other

17. Such other matters as authorized by law.
18. Adjourn.


John Van Dyck, Chair

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JUNE 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Land Con 6:00 pm PD&T 6:15 pm @ Highway Dept.	4	5 Public Safety 4 pm	6 Admin Cmte. 5:30 pm	7	8
9	10 Exec Committee 5:30 pm	11	12	13	14	15
16 	17	18 Vets 4:30 pm	19 Spec Pub Sfty 6:00 pm County Board 7 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:15 pm @ Duck Creek Center	25 Budget Kick Off Meeting Room 200	26 Human Services 6:00 pm	27 Ed & Rec 5:30 pm	28	29
30						

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center – Exec/Finance Committee (June 28, 2018)
- Harbor Commission (April 8, 2019)
- Housing Authority (May 20, 2019)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING** **June 28, 2018**

PRESENT: Larry Epstein, Patricia Finder-Stone, Beverly Bartlett, Mary Derginer, Tom Smith, Megan Borchardt, Randy Johnson

EXCUSED: None

ALSO PRESENT: Devon Christianson, Debra Bowers, Laurie Ropson, Kristin Willems, Jennifer Hallam-Nelson, Kimberly Gould

The meeting was called to order by Chairperson Epstein at 8:31 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA:

Ms. Finder-Stone/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

No public comments

APPROVAL OF THE MINUTES OF MEETING OF June 22, 2017:

Ms. Finder-Stone/Ms. Bartlett moved to approve the minutes of the Executive & Finance Committee meeting of June 22, 2017. **MOTION CARRIED.**

FINANCE 101-2018: EDUCATIONAL OVERVIEW OF ADRC FUNDING SOURCES AND BUDGET INITIATIVES:

Ms. Christianson reviewed the "Finance 101" PowerPoint presentation to explain the ADRC history and complex funding streams from Federal, State and County governments.

DRAFT BUDGET DISCUSSION AND APPROVAL:

Ms. Bowers then covered the preliminary 2019 budget summary and pointed out the increases and decreases from 2018 to 2019. Ms. Bowers explained there is a shortfall in the preliminary budget of just over \$34000.00.

Ms. Derginer/Ms. Bartlett moved to approve the budget using net assets to balance the current deficit in order to present a balanced budget. **MOTION CARRIED**

ANNOUNCEMENTS:

ADJOURN:

Ms. Derginer/Supervisor Borchardt moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

**Respectfully submitted,
Kristin Willems,
Administrative Specialist**

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

MINUTES OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, April 8th, 2019**
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present: President Tom Klimek
Vice President Bryan Hyska
Commissioner Pete Diemer
Commissioner Tim Feldhausen
Commissioner Hank Wallace
Commissioner Wes Kornowske
Commissioner Bernie Erickson
Commissioner Mike Vizer

Excused: Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Samantha Jerome, Brown County P&RR
Chris Anderson, Foth

3) Approval/Modification – Meeting Agenda

A motion to approve the Agenda was made by Wes Kornowske and seconded by Bryan Hyska. Unanimously approved.

4) Approval/Modification – Minutes of February 11 Meeting

A motion to approve the minutes of the February 11, 2019 meeting was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

5) Announcements/Communications

Dean Haen stated that in May there are three Harbor Commissioners whose current three-year term expires: Bernie Erickson, Wes Kornowske, and Bryan Hyska. All three have agreed to another three-year term.

Mr. Haen also mentioned that the Port is now open after a couple days of icebreaking. The Port could have been opened earlier, if the Coast Guard had more ice breaking assets.

6) Beneficial Reuse RFP

Mr. Haen explained that the Beneficial Reuse RFP was updated by Harbor Commissioner, Pete Diemer and Solid Waste Board member, Mike Lefebvre.

Mark Walter stated that the Beneficial Reuse RFP aims to work together with the WDNR to get dredge material characterized in a way that would make it easier for it to be reused. This has been a long-term effort of the Port with moderate success in the past, but an effort the Port can not afford to stop pursuing.

Bernie Erickson asked if all major harbors are working together on this endeavor. Mr. Haen answered “no” that Green Bay is the only Port that has dredge material that could be categorized as topsoil.

A motion to approve the Beneficial Reuse RFP was made by Bernie Erickson and seconded by Mike Vizer. Unanimously approved.

7) Federal Policy Positions

Mr. Haen stated that as a port, we are being adequately dredged, but full utilization of the Harbor Maintenance Tax for dredging is and will be critical to ensure the Port stays adequately dredged. Additionally, the Soo Locks construction has been authorized and beginning to be funded. Both Canadians and Americans have reduced the number of ice breakers they have in the Great Lakes. The Great Lakes as a whole has been advocating for a new ice breaker. The idea behind a possible new ice breaker is that during the winter months it could be used in the Great Lakes and during the summer months could be utilized in the Arctic Passage above Canada.

A motion to approve the Federal Policy Positions was made by Tim Feldhausen and seconded by Bernie Erickson. Unanimously approved.

8) Renard Island End-use Plan

Mr. Haen stated that there is now a draft Renard Island Master Plan. A boat and dog beach, zip line, marina, parking, boardwalk, shopping, concessions, fishing piers, and walking trails are some of the amenities being considered for Renard Island. Dean Haen and Mark Walter will be meeting with various stakeholders to assess support for projects on the island, then re-engage the End-Use Committee and eventually seek approval by the County Board

9) 2019 Shipping Season

Mr. Haen announced that there is a dredging project in the East River Turning Basin in order to dig out PAHs. This will impede navigation but the project has

agreed to pay for tug service provided by Great Lakes towing for all vessels turning in the basin

10) Director's Report

Mr. Haen shared the public relations report put together by Leonard and Finco which came to 279 printed mentions of the Port of Green Bay and 82 media clips.

11) Acknowledgement of Bills

A motion to acknowledge the payment of bills was made by Hank Wallace and seconded by Wes Kornowske. Unanimously approved.

12) Tonnage Report

No tonnage to report.

13) Such Other Matters as Authorized by Law

No other matters

14) Adjourn

A motion to adjourn the Harbor Commission meeting at 11:06 am was made by Hank Wallace and seconded by Wes Kornowske. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 20, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>Exc</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Adam Kofoed, Chuck Lamine, Patrick Leifker, Kathy Meyer, Zach Chartrand, Stephanie Schmutzer and Jonathan Ehlke via phone.

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 15, 2019 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the minutes from the April 15, 2019 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. SEMAP Score. P. Leifker provided an update on the BCHA SEMAP Score. P. Leifker presented at the March 2019 meeting that he anticipated that the BCHA would be deemed a "High Performer" for the FY2018 designation. Staff were provided with the results in April, and the BCHA was identified as a "Standard Performer". P. Leifker explained why the BCHA received the "Standard Performer" designation vs. the "High Performer" designation. P. Leifker stated that being a standard performer vs. high performer does not change the way the program is administered, renewal contracts, no financial penalties with HUD, or no extra reporting requirements.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the SEMAP score. Motion carried.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 169 preliminary applications for April.
 - B. Unit Count
The unit count for April was 2,921.
 - C. Housing Assistance Payments Expenses
The April HAP expense totaled \$1,332,427.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 377 inspections conducted for April. Out of the 377 inspections; 194 passed initial inspection, 58 passed re-inspection; 96 failed; and 29 were a no show.
 - E. Not Reported at the meeting.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In April there were 71 active FSS clients, 62 clients in level one; 11 clients in level two; 0 client in level three and 6 clients in level four. There was 1 new contract signed, 2 graduates, 36 active escrow accounts and 45 active homeowners.

G. VASH Reports (new VASH and active VASH)

For April there were 0 new VASH clients, for a total of 35 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For April, there 32 total investigations, 8 new investigations, 18 outstanding cases and 6 cases closed. There were 156 new applications processed, 155 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay and DePere. Applications by Municipality is as follows: Green Bay, Other (outside of Brown County).

NEW BUSINESS:

4. Consideration with possible action on restructuring a financial agreement with TWG Development regarding the Broadway Lofts project.

A. Kofoed provided background information on the project. Back on June 25, 2018, Jonathan Ehlke attend a BCHA meeting and presented on the Broadway Loft project and asked for funding. The project was for building apartment units and townhomes on Broadway. Funding was approved for a \$75,000 grant and \$75,000 in the form of a 1.5 percent loan payable over 15 years.

A. Kofoed explained that he, J. Ehlke, and Chuck Lamine worked on restructuring the agreement to benefit both the county housing authority and TWG Development. The new agreement will be a 100% loan, rather than 50% loan and 50% grant. A. Kofoed stated that 50% would stay the same as the original agreement with an annual payment for 15 years. The other \$75,000 (that was a grant) will be a \$75,000 loan that will be paid back on the net cash flow of the project.

Jonathan Ehlke was conferenced in. – J. Ehlke explained that it was a mutual agreement that would benefit both parties. He explained Broadway Lofts receiving a direct loan would reduce their tax burden and would allow the BCHA to receive all their funding back with interest.

Question asked about what does it means when it says the annual interest will be paid back net cash flow. J. Ehlke explained that with low income housing tax credit projects finances get paid back based on both the annual income received and when the project is refinanced. Typically for this instance when the project is refinanced in 15-20 loans get paid back in their recorded order. Based on BCHA's financial position being in the last position, it is likely the larger loans will be paid off first until the project is refinanced.

Staff recommends approval of the new agreement for the following reasons:

- 100% of the funds will be coming back.
- The Housing Authority will receive \$5,600 annually, which will allow us to put money back into the community quicker.
- It was mutually agreed upon by TWG staff and Brown County staff.

A motion was made by A. Hartman, seconded by J. Fenner to approve restructuring a financial agreement with TWG Development regarding the Broadway Lofts project. Motion carried.

5. Consideration with possible action on approval of the Passbook Savings Rate which determines asset calculations for housing assistant payments.

A. Kofoed briefly explained what a Passbook Savings Rate is, and stated that HUD requires PHAs to review the Passbook Savings Rate annually. Essentially this is a way of calculating family assets when individuals apply for the program. We need to evaluate their income and their assets to be sure they are eligible for the program. P. Leifker explained that the passbook savings rate is used infrequently due to the \$5,000 threshold that is established. A. Kofoed explained the percentage rates.

A motion was made by J. Fenner, seconded by A. Hartman to approve the passbook savings rate to remain at zero percent. Motion carried.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills.

- Insurance was slightly more than anticipated, not over budget, but to keep in mind for budgeting.
- The office remodeling costs has not hit the books yet.
- Parking - we have not been charged yet for the cost of parking the housing authority vehicle. The budget is about \$480 for parking and gas. Parking alone will be slightly over \$500/year, so the budget will need to be amended.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

A. Kofoed presented the BCHA financial report.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

STAFF REPORTS AND INFORMATIONAL:

8. Executive Director's Report

C. Lamine noted that his waiver was approved on March 8th.

C. Lamine stated that he and Adam have started the one-on-one meetings with board members.

C. Lamine noted that the office remodeling is complete, and the Housing Authority shared some of the costs of the project.

C. Lamine stated he attended the American Planning Association National Conference in San Francisco last month. C. Lamine touched on the highlights of the meeting and some of the sessions he attended, i.e. housing and homelessness. C. Lamine stated he came away with some ideas and hopes to be able to bring those ideas forward.

9. Administrator's Report

A. Kofoed introduced our accountant, Dave Diedrick.

- a. Recap on GAP Financing – Adam put together the scoring based on the comments received from last month's presentation. Board members chose the hybrid model as the preferred gap financing option. The next step will be to draft a policy for the board and decide on future interest rates.
- b. Lead Agreements with Brown County Health – Brown County Housing Authority staff is working on a memorandum of understanding with the Brown County Health Department. The goal will be to have the Health Department provide quarterly reports with positive leads tests to the BCHA for ICS to verify if there are tenants living at that address and may trigger an inspection. Adam stated that he has done some research and according to the admin plan, if there are lead issues and we're notified, the landlord has 30 days to correct it, otherwise the tenants receiving a voucher do have the option of moving to a different rental unit.

- c. State Funding for Lead Abatement – Brown County staff were contacted by the State of WI Dept. of Human Service about a lead abatement program. This is a grant program. The program wants to collaborate with the NE Wisconsin Rehabilitation program. This program could potentially help the Brown County Housing Authority, and may be interested in playing a key role in finding a good administrator for this new program.

10. OTHER BUSINESS:

A. Hartman stated she received a call from a friend of hers who is a landlord who is having a problem with a tenant in a different building, stated this individual is harassing tenants in his building and he was curious to know if this person is on Section 8. A. Hartman asked Patrick Leifker if he received the complaint letter/email. Patrick Leifker will follow-up with this individual, but noted that due to confidentiality, he cannot disclose any information.

10. Date of next meeting: June 17, 2019 at City Hall.

C. Lamine noted that staff might potentially look into holding these meetings at the Sophie Beaumont Building as they do have a nice conference room located on the first floor, with parking available.

Concern was raised about the capability of recording these meetings at other locations. C. Lamine stated that he did not think there was a requirement that these meetings be video or audio taped. Stephanie Schmutzer stated that these meetings are not being recorded in this room any longer, as the recording would go to the city and not the county. C. Lamine stated that these meetings are reported to the Planning, Development and Transportation Committee, and the minutes are posted, but he would also check into any requirements of video/audio taping these meetings.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.
Meeting adjourned at 4:25pm